NON-DEPARTMENTAL

Non-Departmental accounts for all divisions which are not under the direct supervision of a department head or whose operations are contractual in nature. These include:

The **Council and Commission Division** is the legislative branch of the City of Flagstaff's Council-Manager form of Government. The Mayor and Council assess the community needs and develop policies for the City Manager to implement. The Council appoints the City Manager, City Attorney, Court Magistrates and individuals to various boards, commissions, and committees.

The **Contributions to Other Agencies Division** accounts for contractual agreements with outside agencies that provide services to Flagstaff's citizens. The City is a major contributor to United Way, arts and cultural agencies whose activities benefit the citizens of Flagstaff and other Alliance partnerships.

The **Non-Departmental Division** accounts for all expenditures that are not specifically allocable to individual divisions or programs, e.g. property and liability insurance, unemployment insurance, audit fees, and capital equipment that benefit various departments (mainframe computer). Costs of this division are allocated to the respective departments based on a cost-allocation formulation.

The **Firemen's Pension Division** accounts for the distribution of retirement benefits to beneficiaries covered under the Volunteer Firemen's Pension Trust Fund. Volunteer firefighters who are vested after 25 years and upon reaching retirement age or disabled receive a pension based on past volunteer service.

The **Economic Development Division** is responsible for the administration of economic development programs. The City contracts these services. Activities include development and implementation of strategies to recruit new basic sector employers to the community, retention and expansion of existing basic sector employers, and the promotion of the Flagstaff area as an excellent location for business relocation. Economic development is funded by the BBB tax.

The **Transit Division** collects the portion of the transportation tax that is earmarked for Transit activities. Coconino County administers the Transit program per the Intergovernmental Agreement (IGA) between the City and the County.

MISSION

The mission of the City of Flagstaff is to enhance the quality of life of its citizens while supporting the values of its community.

PROGRAM DESCRIPTION

This Division is the legislative branch of the City of Flagstaff's Council-Manager form of Government. The City Council enacts local legislation, assesses community need; sets the tax rate; determines and develops policies for the City Manager to implement and adopts budgets. The Council appoints the City Manager, City Attorney, Court Magistrates and individuals to various boards, commissions, and committees.

FY 04 GOALS AND RESULTS

RESULTS:

- Translate wishes and needs of City residents into general City policy.
- Ensure open access to local government and equitable treatment of citizens.
- Establish City priorities: Through retreats with the City Manager, goals established for the City.
- Fulfill those duties as required by State law and City Charter, and ordinances and resolutions adopted by Council.
- Develop City budget: City budget adopted on July 1, 2003 for the period July 1, 2003 through June 30, 2004.
- Economic Development/Redevelopment
- Fiscal Health
- Public Safety
- Affordable Housing
- Capital Improvements
- Planning for Growth
- * Regional Collaboration
- Quality of Life
- Organizational Support

FY 04 ADDITIONAL ACCOMPLISHMENTS

- Began work on the Fourth Street Overpass bond project.
- Joined the Northern Arizona Municipal Water Users Association to advance water resource interests.
- Enacted the McMillan Mesa amendment to the Flagstaff Area Regional Land Use and Transportation Plan.
- Adopted amendments to the Long Range Master Plan for Parks, Recreation and Open Space.

- Adopted a Long-term Water Resource Sustainability Strategy Policy for the City of Flagstaff, Arizona.
- Continued joint efforts with ADOT to move the East Flagstaff Traffic interchange and the Pulliam Airport Interchange projects up in the funding cycle.
- Amended the Airport Rules and Regulations.
- Amended the City of Flagstaff Personnel Policies.
- Adopted a schedule of stormwater management service charges.
- Created the Commission on Open Spaces.
- Implemented a long-term water resource sustainability strategy for water conservation and water use efficiency.
- Increased salaries for the Mayor and council.
- Entered into a letter of understanding with the East Flagstaff Gateway Redevelopment Area.
- Initiated meet and confer discussions.
- Revised the Employee Advisory Committee.
- Commissioned a feasibility study on the downtown conference center project.

FY 04 ADDITIONAL ACCOMPLISHMENTS BOARDS AND COMMISSIONS

Airport Commission

Rewrote the Airport Rules and Regulations that spell out the rules for operation of the airport and conduct of business, setting minimum standards, rates, and fees for various activities.

Board of Adjustment

Approved 16 variances.

Commission on Diversity Awareness

- Sponsored and presented "The Face of Our Community" art event at Killip School.
- Revised and updated the mission statement making it more relevant to the community.
- Three Commissioners participated in the United Way Community Assessment.
- One commissioner participated in the La Puenta Conference.
- Presented the Mosaic Award to the director and cast of the "Laramie Project" of the Flagstaff Art and Leadership Academy for spreading awareness and tolerance in the community.
- Hosted a luncheon for the Diversity Groups/Commissions of NAU and the County.
- Collaborated with the County in the presentation of "Color of Fear".
- Sent a letter of support to NAU in an effort to assist them in addressing racial allegations.

Annual Financial Plan 224 City of Flagstaff

*

Disability Awareness Commission

- Created a standing committee to work on major commission goals:
 - 1. Banquet accessibility to public facilities;
 - 2. Community liaison; and
 - 3. Public relations.
- Co-sponsored a community workshop on ADA and employment issues.
- Planned and hosted the annual Disability Awareness Banquet.

Flagstaff Public Art Advisory Committee

Designed, printed, and distributed 8000 copies of a color pamphlet on Flagstaff Public art. Continued with the juried local artist exhibits at City Hall and Airport Terminal.

Historic Preservation Commission

Approved two downtown development requests.

Library Board

Provided support and input concerning the opening of the East Flagstaff Community Library.

Open Spaces Commission

- Developed criteria, values, and priorities relating to McMillan Mesa open space.
- Worked on the open space bond questions for the 2004 Special Debt Authorization election.
- Worked with Parks and Recreation commission on policies and mutual interest projects.
- Engaged in the initial development stages of a longrange management plan for city-owned open space.

Parks and Recreation Commission

- Participated in the McMillan Mesa Land Use Plan amendment to the general plan.
- Amended the Parks and Recreation Long Range Master Plan.
- Recommended the Thorpe Park Concept Plan.
- Participated in the review of parks and recreation priority packages for the May 2004 bond election.

Planning and Zoning Commission

- Reviewed 23 Conditional Use Permits
- Revised eight tentative plat subdivisions
- Acted on two appeals and one rezoning case.
- Representatives served on the Water Commission, Open Space Commission, Transportation Advisory Committee, and the Board of Adjustment.
- Heard notable projects such as the East Gateway redevelopment/Mall Expansion projects and the Rio Homes and Izabel Town Homes affordable housing projects.
- Participated in the 5-year CIP process.

Hosted speakers on water demand/water conservation.

Tourism Commission

- Assisted with the successful transition of the Visitors Center to the Convention and Visitors Bureau.
- Approached completion of the final stage of a 5-year strategic plan for tourism in Flagstaff.
- Changed the direction of the media plan, focusing on new ads better representing Flagstaff.

Traffic Commission

- Established a northbound bike lane on south San Francisco Street from Franklin Avenue to Butler Avenue.
- ❖ Recommended alternative off-street parking on South San Francisco between Butler and Phoenix Avenues in order to provide for a bike lane.
- Developed policies and public materials for a residential neighborhood traffic management program.

Water Commission

- Recommended the renaming of the Utilities Department to Water Resources Department.
- Amendments to the Tank and Scavenger Waste Hauler ordinance.
- Reviewed and recommended water and wastewater bond project for the May, 2004 election.
- Recommended a conversation agreement for reclaimed water to the Northwest Professional Plaza.
- Revised the Water Conservation Ordinance by adopting year-round water restriction.
- Established a strategy for conservation and preservation of water resources.
- Participated in the creation of the Water Conservation Specialist position.
- Recommended approval of water service area to Kinlani Estates Unit 2.
- Recommended modifications to the toilet rebate program to include dual flush toilets and waterless urinals.
- Recommended bank drafting incentives.

Youth Commission

Conducted the 2003 Youth Town Hall.

FY 05 GOALS AND OBJECTIVES - BOARD AND COMMISSIONS

Individual Board and Commissions will now be contained in the various departments' budgets and that information will be provided as part of their budget presentations.

EXPENDITURES BY CATEGORY:										
	Actual Expenditures		Adopted Estimated Budget Expenditures			F	Proposed Budget	Ruc	lget-Budget	
		002-2003		003-2004		003-2004	2	004-2005		Variance
PERSONAL SERVICES	\$	54,573	\$	73,690	\$	77,075	\$	124,018	\$	50,328
CONTRACTUAL		63,890		83,968		73,175		71,794		(12,174)
COMMODITIES		22,923		26,395		26,806		31,870		5,475
CAPITAL TOTAL	\$	141,386	\$	184,053	\$	177,056	\$	227,682	\$	43,629
ITOTAL	Ψ	141,300	<u>Ψ</u>	104,033	Ψ	177,030	Ψ	221,002	Ψ	45,029
EXPENDITURES BY PROGRAM:										
GENERAL ADMINISTRATION	\$	134,980	\$	167,218	\$	162,152	\$	224,297	\$	57,079
BOARDS AND COMMISSIONS	_	6,406		16,835		14,904	_	3,385		(13,450)
TOTAL	\$	141,386	\$	184,053	\$	177,056	\$	227,682	\$	43,629
SOURCE OF FUNDING:										
		ERAL FUND)				\$	118,974		
		ARY FUND	PE\/I	ENITE ELIND				10,504 27,416		
	HIGHWAY USER REVENUE FUND WATER AND WASTEWATER FUND							38,169		
	STORMWATER FUND							1,408		
	AIRPORT FUND							6,319		
	ENV	IRONMENTA	AL SEI	RVICES FUN	ID			24,892		
							\$	227,682		
COMMENTARY										

COMMENTARY:

The Council and Commissions operating budget has increased 24% with no capital expenditures. Personal Services increases are due to the iincrease in compensation to the Mayor and three of the six Council members. The remaining three Council reimbursements will increase with the next election in 2006. There is no major capital (>\$10,000) for this division. Contractual decreases are due to moving the commission budgets as appropriate within each division that chairs the commission.

This division accounts for contractual agreements with outside agencies that provide services to Flagstaff's citizens. The City is a major contributor to United Way, arts and cultural agencies whose activities benefit the citizens of Flagstaff and other Alliance partnerships.

FY 04 GOALS AND RESULTS

- Social service programs were supported through United Way contributions totaling \$289,386.
- Not for profit assistance given to the Arizona Heritage and Sister Cities organizations.
- Alliance partners including Weed & Seed, After School Program, FIT for Safe Housing, Coalition for Youth & Children, and the High Altitude Sports Training Center were supported.
- Quality of Life partnerships in our community with the Canyon Forest Partnership, Siler Homes, and the Emergency Housing Assistance were supported.

FY 04 ADDITIONAL ACCOMPLISHMENTS

Maintained budgeted funding levels through the year despite cuts in other programs.

FY 05 GOALS AND OBJECTIVES

GOAL: COLLABORATION

OBJECTIVES:

- ❖ To support social service programs which help the disadvantaged, needy, or elderly populations through United Way contributions.
- To support not-for-profit organizations that enhance the organizational goals as established by the Council.
- To support our alliance partners through Weed & Seed, After School Program, FIT for Safe Housing, Coalition for Youth & Children, and the High Altitude Sports Training Center.
- ❖ To support partnerships that enhances the quality of life in the community through the Canyon Forest Partnership, Siler Homes, and the emergency housing assistance.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EVENDITUES BY CATEGORY										
EXPENDITURES BY CATEGORY:	Actual Expenditures 2002-2003			Adopted Budget 003-2004	Estimated Expenditures 2003-2004		Proposed Budget 2004-2005		Budget-Budge Variance	
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$	727,529 - - - 727,529	\$ \$	760,016 - - 760,016	\$ \$	737,542 - - 737,542	\$ \$	742,394 - - 742,394	\$	(17,622) - - (17,622)
EXPENDITURES BY PROGRAM: HEALTH & SOC SERVICES OTHER CONTRIBUTIONS TOTAL	\$ \$	- 727,529 727,529	\$ \$	339,386 420,630 760,016	\$ \$	296,442 441,100 737,542	\$	311,264 431,130 742,394	\$	(28,122) 10,500 (17,622)
SOURCE OF FUNDING:	GENERAL FUND LIBRARY FUND HIGHWAY USER REVENUE FUND WATER AND WASTEWATER FUND STORMWATER FUND AIRPORT FUND ENVIRONMENTAL SERVICES FUND						\$ \$	583,061 10,436 42,273 60,987 1,221 20,564 23,852 742,394		

COMMENTARY:

The Contributions to Others operating budget has decreased 2% and there are no capital expenditures. Contributions are as follows: United Way \$296,442; Arizona Heritage \$1,000; Canyon Forest Partnership \$15,000; High Altitude Sports Training \$30,000; FACTS \$315,000; Weed & Seed \$7,000; Sister Cities \$3,000; Youth Coalition \$22,500; Siler Homes \$2,300; Emergency Housing \$25,000; NACOG Rural Transportation \$5,330; and Native American Festival \$5,000.

This division accounts for all expenditures that are not specifically allocable to individual divisions or programs, e.g. property and liability insurance, unemployment insurance, audit fees, and capital equipment that benefit various departments (mainframe computer). Costs of this division are allocated to the respective departments based on a cost-allocation formulation.

FY 04 GOALS AND RESULTS

GOAL: COLLABORATION

RESULTS:

Continued work with the Alliance group on community debt management.

GOAL: FISCAL HEALTH

RESULTS:

- Funded those programs and activities that are not readily associated with a single department or division within the City.
- Completed an annual audit per City Charter by an Independent Certified Public Accountant.
- Updated the OMB A87 study, which will be implemented in FY2005.
- Conducted a successful bond program in the community, resulting in 10 out of 13 proposed projects passing.
- Evaluated the most effective approach to update the census, which will be based on Arizona Department of Economic Security estimates.

GOAL: ORGANIZATIONAL SUPPORT

RESULTS:

- Recognized outstanding employees through the City Manager's Award program.
- Continue to provide adequate computer and communication equipment to enable staff to perform at their highest level.

FY 04 ADDITIONAL ACCOMPLISHMENTS

- Completed purchase of Heil and APS buildings in continuing redevelopment efforts.
- Supported United Way fund raising efforts through the support of a staff activity

FY 05 GOALS AND OBJECTIVES

GOAL: COLLABORATION

OBJECTIVE:

Continue work with the Alliance group on community debt management.

GOAL: FISCAL HEALTH

OBJECTIVE:

- To fund those programs and activities that are not readily associated with a single department or division within the City.
- Conduct an annual audit per City Charter by an Independent Certified Public Accountant.
- Update the OMB A87 study to implement in the next fiscal year.

GOAL: ORGANIZATIONAL SUPPORT OBJECTIVE:

- Recognize outstanding employees through the City Manager's Award program.
- Provide adequate computer and communication equipment to enable staff to perform at their highest level.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:										
	Actual		Adopted Estimated		Proposed		_			
		xpenditures 2002-2003	•	Budget 2003-2004		kpenditures 2003-2004		Budget 2004-2005	Bu	idget-Budget Variance
PERSONAL SERVICES	\$	75,100	\$	67,664	\$	64,240	\$	70,762	\$	3,098
CONTRACTUAL	,	1,368,561	·	2,240,960	·	1,647,955	·	2,172,100	, i	(68,860)
COMMODITIES		415,391		292,258		299,446		856,576		564,318
CAPITAL		887,324		4,695,245		2,292,200		2,301,798		(2,393,447)
TOTAL	\$	2,746,376	\$	7,296,127	\$	4,303,841	\$	5,401,236	\$	(1,894,891)
EXPENDITURES BY PROGRAM:										
GENERAL ADMINISTRATION	\$	1,281,806	\$	1,150,718	\$	1,019,175	\$	1,234,776	\$	84,058
EMPLOYEE BENEFITS	φ	78,596	Φ	49,000	Φ	50,144	Φ	49,000	Φ	04,036
INSURANCE		648,000		915,500		908,000		915,500		-
CONSULTANTS		258,051		684,500		306,674		446,000		(238,500)
COPY CENTER		8,041		17,164		10,238		51,662		34,498
REDEVELOPMENT		403,865		406,000		190,463		583,000		177,000
DOWNTOWN REDEVELOPMENT		66,218		4,052,000		1,819,147		2,100,053		(1,951,947)
HERITAGE SQUARE CANOPY		1,799		21,245		-		21,245		-
TOTAL	\$	2,746,376	\$	7,296,127	\$	4,303,841	\$	5,401,236	\$	(1,894,891)
SOURCE OF FUNDING:										
	GE	NERAL FUND)				\$	4,864,881		
		RARY FUND						33,990		
	HIGHWAY USER REVENUE FUND							112,704		
	WATER AND WASTEWATER FUND							204,988		
	STORMWATER FUND							10,767		
		RPORT FUND	۸۱ ۵۲	RVICES FUN	ıD			48,192 125,714		
	⊏IN'	V INCINIVICIVI /	4L 3E	KVICES FUN	טו		\$	5,401,236		
							Ψ	0,701,230		
COMMENTARY										

COMMENTARY:

The Non-Departmental operating budget has increased 19% and capital expenditures total \$2,301,798 resulting in an overall net decrease of 26%. Personal Services increases are due to the employee market, merit, and insurance costs. Contractual decreases are due to the elimination of one time funding in FY2004 for a special census (\$500,000). Commodities increases are related to information services expenditures throughout the City and redevelopment efforts. Major capital (>\$10,000) includes a canopy at Heritage Square (\$21,245), a vehicle (\$15,500), 3 copiers (\$30,000), redevelopment (\$2,095,053) and AS400 replacement (\$140,000).

This division accounts for the distribution of retirement benefits to beneficiaries covered under the Volunteer Firemen's Pension Trust Fund. Volunteer firefighters who are vested after 25 years and upon reaching retirement age or disabled receive a pension based on past volunteer service.

FY 04 GOALS AND RESULTS

GOAL: FISCAL RESPONSIBILITY

RESULTS:

Benefit distributions were made in a timely manner to the three current participants.

FY 05 GOALS AND OBJECTIVES

GOAL: FISCAL RESPONSIBILITY

OBJECTIVES:

Ensure that benefit distributions are made in a timely manner to all qualified recipients.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:										
EXPENDITURES BY CATEGORY.	Actual Expenditures 2002-2003		В	dopted Budget 03-2004	Estimated Expenditures 2003-2004		Proposed Budget 2004-2005		Budget-Budget Variance	
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL	\$	7,200 - -	\$	7,200 - -	\$	7,200 - -	\$	- 7,200 - -	\$	- - -
TOTAL	\$	7,200	\$	7,200	\$	7,200	\$	7,200	\$	-
EXPENDITURES BY PROGRAM:										
GENERAL ADMINISTRATION TOTAL	\$ \$	7,200 7,200	\$ \$	7,200 7,200	\$ \$	7,200 7,200	\$ \$	7,200 7,200	\$	-
SOURCE OF FUNDING:	FIREN	FIREMEN'S PENSION FUND								
COMMENTARY: The Firemen's Pension operating bud	lget has	not change	d. Curr	ently there a	re thre	e beneficiari	es.			

This division, responsible for the administration of Economic Development programs, is a contracted service. Activities include development and implementation of strategies to recruit new basic sector employers to the community, retention and expansion of existing basic sector employers, and the promotion of the Flagstaff area as an excellent location for business relocation. Economic development is funded by the BBB tax.

FY 04 GOALS/OBJECTIVES AND RESULTS

To actively recruit new basic sector employers to the area resulting in increased basic sector employment opportunities for Flagstaff area residents.

- Assist existing area basic sector businesses by providing referral and consultation services, financial expertise, coordinated business training seminars, and general technical assistance.
- Assist in the redevelopment and revitalization of those business areas in the community that currently support or have the potential to support basic sector businesses.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:										
EXI ENDITORES DI GATEGORI.		Actual penditures 002-2003		Adopted Budget 003-2004	Ex	stimated penditures 003-2004		Proposed Budget 2004-2005		lget-Budget Variance
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$ \$	- 410,708 - - - 410,708	\$ \$	- 446,400 - - - 446,400	\$ \$	- 424,381 19 - 424,400	\$	- 459,400 - - - 459,400	\$	- 13,000 - - - 13,000
EXPENDITURES BY PROGRAM:						,	•	,		,
GENERAL ADMINISTRATION CONTRIBUTIONS TELECOM PARTNERSHIP TRAINING	\$	307,091 7,400 96,217	\$	317,000 7,400 100,000 22,000	\$	317,000 7,400 100,000	\$	330,000 7,400 100,000 22,000	\$	13,000 - - -
TOTAL	\$	410,708	\$	446,400	\$	424,400	\$	459,400	\$	13,000
SOURCE OF FUNDING:	RCE OF FUNDING: ECONOMIC DEVELOPMENT FUND									

COMMENTARY:

The Economic Development operating budget has increased 3% and there are no capital expenditures. The increase is due to additional funding for GFEC.

This division collects the portion of the transportation tax that is earmarked for Transit activities. Coconino County administers the Transit program per the Intergovernmental Agreement (IGA) between the City and the County.

FY 04 GOALS AND RESULTS

RESULTS:

- Increase bus frequency to 30 minutes on route 2, 66, and 4.
- Began planning for downtown circulator project.
- ❖ Added route 5 with service to Cheshire.
- Installed lighted signage at 40 stops.
- Installed ten bus shelters.

FY 04 ADDITIONAL ACCOMPLISHMENTS

- Received a \$1.4 million capital grant.
- Scored 6.3 for overall rider satisfaction on 1-7 scale.

FY 05 GOALS AND OBJECTIVES

GOAL: PLANNING FOR GROWTH OBJECTIVES:

- Provide Saturday service on route 5.
- Increase ridership to 350,000 per year.
- Complete downtown circulator study.
- Install ten bus shelters.
- Purchase a transit facility.
- *

EXPENDITURES BY CATEGORY:										
	Actual Expenditures 2002-2003		2	Adopted Budget 2003-2004	Estimated Expenditures 2003-2004		Proposed Budget 2004-2005		Budget-Budget Variance	
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL	\$	(61) 1,522,463 - -	\$	- 2,016,199 - -	\$	2,016,199 - -	\$	- 2,267,779 - -	\$	- 251,580 - -
TOTAL	\$	1,522,402	\$	2,016,199	\$	2,016,199	\$	2,267,779	\$	251,580
EXPENDITURES BY PROGRAM:										
TRANSIT IMPROVEMENTS TOTAL	\$ \$	1,522,402 1,522,402	\$ \$	2,016,199 2,016,199	\$ \$	2,016,199 2,016,199	\$ \$	2,267,779 2,267,779	\$	251,580 251,580
SOURCE OF FUNDING:	TRA	NSPORTATI	ON F	UND			\$ \$	2,267,779 2,267,779		

COMMENTARY:

The Transit budget has increased by 12% this fiscal year. This is due to increased costs including but not limited to liability insurance, rents and employee benefits. The City contracts with the County to run the Transit System We contribute monthly based on the appropriated budget.

